CM-ECF Procedure
Docket Report

The Docket Report displays docket information for a specific case. The report will display docket information in a variety of sorting options including the following:

- ◆ Filing Date
- ◆ Enter Date
- ◆ Docket Text in Ascending Order
- ◆ Docket Text in Descending Order
- ◆ Show Terminated Parties
- ◆ Public Docket
- ◆ Include Receipts
- ◆ Start and Ending Dates
- ◆ Start and Ending Document Ranges

STEP 1   Left click the **Reports** hypertext link on the **CM/ECF Main Menu Bar** **(See Figure 1.)**

| **CM ECF** | **Bankruptcy** • **Adversary** • **Query** • **Reports** • **Logout** |

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STEP 2

| **CM ECF** | **Bankruptcy** • **Adversary** • **Query** • **Reports** • **Utilities** • **Logout** |
| Reports |
| Cases |
| Claims Register |
| Docket Report |
| Calendar Events |
| Creditor Mailing Matrix |

The **REPORTS** screen displays **(See Figure 2.)**

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he <u>Docket Report</u> hypertext link.

STEP 3   The **PACER Login** screen displays. **(See Figure 3.)**

Figure 3

◆   Enter your Pacer login and password and click **[Login]**.

STEP 4   The **DOCKET SHEET QUERY** screen displays. **(See Figure 4.)**

Figure 4

◆ Docket sheet information can be requested in the following ways:

  ! Sort docket text using the "Filing" date.
  ! Sort docket text using the "Enter" date.
  ! Display docket text in ascending order.
  ! Display docket text in descending order.
  ! Show terminated parties.
  ! Public docket.
  ! Include links to Notice of Electronic Filing.
  ! Sort by date.
  ! Sort by document range.

◆ Left click in the **Case Number** field and key the case number.

◆ Select the appropriate sorting criteria.

  ! To sort docket text by **Filed** date, click on that radio button. The start and end date ranges default to blank. Accepting the default will produce the entire docket sheet. To request a specific date range, enter the start and end dates.

  ! To sort docket text by **Entered** date, click on that radio button. The start and end date ranges default to blank. Accepting the default
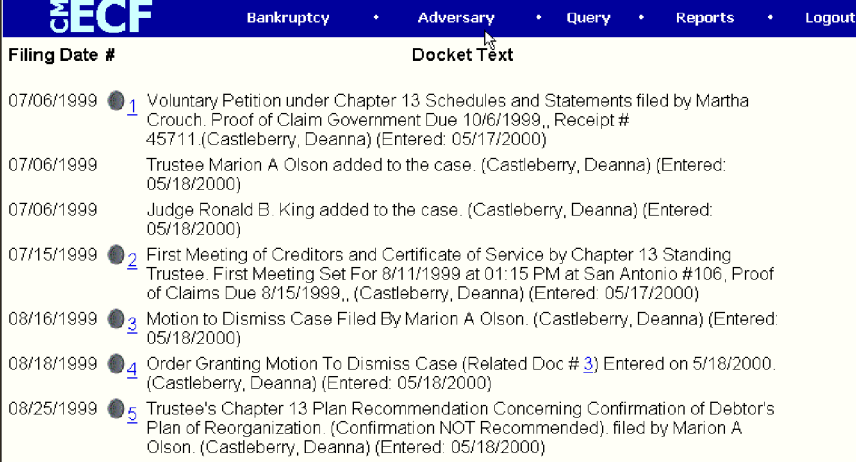
will produce the entire docket sheet. To request a specific date range, enter the start and end dates.

!   To show terminated parties on the docket sheet, left click to place a check in the **Include terminated parties** check box.

!   To request a Public Docket, left click to place a check in the **Public docket** check box.

!   To include the hypertext link to the **Notice of Electronic Filing**, left click to place a check in the **Include links to Notice of Electronic Filing** check box.

◆   Click on **Run Report**.

STEP 5   The **Docket Text** report is displayed on screen.

◆   If the **Include links Notice of Electronic Filing** criteria is selected, the Docket Sheet will display with a   in front of the Document Number hypertext link. **(See figure 5.)**

◆   Click on the   to request the **Receipt (Notice of Electronic Filing).**

◆   The **SELEC RE IPT PE**een app .ure **SET CE TY** scr will ear **(Se Fig 6.)**

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◆   Left click the appropriate radio button to select the Html or Text version of the report.

   !   The Html selection displays the **Notice of Electronic Filing** with hypertext links to the case and the document.

   !   The Text selection displays the **Notice of Electronic Filing** without any hypertext links.

◆   Left click **Display Receipt.**

◆   The **Notice of Electronic Filing** will display in the selected version **(See Figure 7.)**

U.S. Bankruptcy Court
Texas Western
Notice of Electronic Filing

Case Name: Martha Crouch
Case Number: 99-53038
Document Number: 1

Docket Text:
Voluntary Petition under Chapter 13 Schedules and Statements filed by Martha Crouch. Proof of Claim Government Due 10/6/1999,, Receipt # 45711.(Castleberry, Deanna)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename:O:/TEAM-A/williamsordlftsty.pdf
Electronic document Stamp:
KeyFile is not avialable for this court

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◆   Left click the **Print** button on the browser tool bar to print the docket sheet.